PHILIP MORRIS U.S.A.

INTEROFFICE CORRESPONDENCE

Richmond, Virginia

To: Distribution **Date:** June 11, 1998

From: D. Trainer

Subject: **LIMS Team Meeting Minutes for 6/11/98**

Attendees: C. Ament, S. Laffoon, F. Logan, J. Sampson, D. Trainer, J. Wickham

Business Conducted:

- Jeff handed out the final demo script that he and Marty Goffman put together. Jeff sent it to the two vendors, Beckman and LabSystems on Wednesday June 10th. He would like the team to read it and talk to the people that we feel would be appropriate for viewing the demo, and to share the script with them.
- Jeff will get a HPChemstation data file for the vendors to use at the demo.
- Robin needs to provide a data file, something like a spec file, also for the vendors to use in the demo.
- Jeff and Marty will facilitate the demos to keep the agenda on schedule.
- Richard Lane from LabSystems called Jeff to request a separate pre-demo 2 day visit. Jeff will make all arrangements.
- Jeff is to make a presentation to Richard Cox and his group as to the progress of the LIMS implementation at Richard Cox's request. Jeff will also make a presentation to the IS-OPS managers to inform them of the LIMS and the LIMS Team process in choosing a LIMS.

Action Items:
N/A

Distribution:

Bennie Good	John Wickham	Jeff Sampson
Chris Ament	Dornan Trainer	Robin Lipps
Felecia Logan	Edward Carmines	Susan Laffoon

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